

## Seven Steps to Success

**Step 1**—Identify and contact organizations

**Step 2**—Meet with organization contact

**Step 3**—Program Kick-Off: Putting “fun” into your Fundraiser!

**Step 4**—Keep it flowing!

**Step 5**—Collect, compile, consolidate

**Step 6**—Delivery

**Step 7**—Closing & Follow-Up

## When you use this guide, you’ll learn how to...

**Take the first step**—prepare yourself and your Fundraising materials for a presentation to fundraising organizations

**Work your plan**—learn how to plan with an organization to define a schedule, select appropriate sales activities and provide necessary sales materials

**Showcase Tupperware**—demonstrate to Fundraiser participants the sales techniques necessary to put on a successful event

**Keep the momentum going**—date future sales activities with customers who have supported the organization sponsoring the Fundraiser.

## Fundraising ... Seven Steps to Success

### 1. Identify and Contact the Organization

#### Identifying leads through personal referral

By far the best way to find a fundraising organization is through word of mouth. Let everyone know about Tupperware fundraisers!

- Talk about it during your parties. You may even award auction dollars in return for fundraiser leads.
- Keep a flyer about Tupperware fundraisers in your party packet.
- Mention fundraisers whenever you talk about Tupperware.
- Words to use: “If you know of a group that’s looking for a good way to raise money—such as youth sports, local schools or clubs—please let me know. Tupperware has a great program that gives the fundraiser organization 40% of all sales!”

This guide was created to help you learn more about Fundraising and the basics of running your program. Remember, your Distributor and/or Manager are excellent reference points and are also available to help you with your Fundraising efforts.

# Fundraiser Training Guide

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## Identifying Other Prospects

Check the local newspaper for lists of local clubs or scheduled fundraisers for more ideas. Ideal candidates include:

- Local schools (including pre-K)
- Local clubs
- Senior citizen groups
- Youth programs (neighborhood sports programs, color guards, chorus)
- Churches
- Local charities (SPCA, etc.)

## Contacting the Organization

If you know someone that belongs to a local group, or if you get a referral to someone, give them a call. If not, you may call the group's general number or send a packet of materials. Here are a few sample scripts for beginning a phone dialogue:

"Good morning Mr. Lewis. My name is \_\_\_\_\_, and I am a Tupperware Consultant/Manager. I have an exciting Fundraising program I'd like to share with you. Is this a good time?" (response) "Great. I won't take much of your time. I am just very proud of this new campaign because it will help organizations like yours receive 40 percent of everything your participants sell, and with a name like Tupperware behind your Fundraiser, I'm confident the Fundraiser will be a success. I'd like the opportunity to speak with you in person about this program for approximately 30 minutes. How would later this week be for you?"

"Good afternoon, Mrs. Lucas. My name is \_\_\_\_\_, and I am a Tupperware Consultant/Manager. Last week, I sent you information regarding Tupperware's exciting Fundraising program. Are you familiar with it?" (response) "I'd like to set up a time when we can talk in person about how Tupperware can help you in making your next Fundraiser a huge success. Would 30 minutes on Monday or Tuesday work into your schedule?"

If you contact the organization by mail, be sure to include:

- An introductory cover letter (samples are available on your Web site under Selling Tupperware/Fundraiser Program)
- A Fundraising brochure
- Your business card
- *Why Tupperware?* flyer (available on your Web site under Selling Tupperware/ Fundraiser Program)
- Any referral letters from previous fundraisers.

You'll notice that the introductory letter specifies when you'll call your contact to follow-up on the letter. It's important that you meet this obligation, as they'll be expecting your call!

## 2. Meet with your contact to explain the benefits a Tupperware Fundraiser can offer her/his group or organization.

Be confident—you have an exciting and attractive Fundraising program to share! Today's business leaders are busier than ever and always looking for ways to make doing business simpler. Keep your presentation concise and complete, making sure to highlight the benefits of the Tupperware Fundraising program! Plan on presenting the Fundraising program in 30 minutes or less, allowing time for questions and answers, as appropriate. The *Why Tupperware?* flyer will be useful at this meeting, if you haven't used it yet.

### Here is an outline of a 30-minute presentation you may follow:

- Introduce yourself and tell what prompted you to contact this organization (your child attends school there, you've always supported youth athletics, the Tupperware Fundraising opportunity benefits the organization, etc.)
- Briefly mention some of the benefits: 40% of retail sales goes directly to the organization, strong brand name recognition, well-respected product with a lifetime warranty).
- Ask your contact what his/her expectations and goals are for their Fundraiser (not just monetary, but length of program, support they expect from you, delivery turn around, etc).
- Based on your contact's goals and expectations, go into more detail about Tupperware's Fundraising program and how it can meet their needs. (Some points you'll want to highlight are: proceeds paid to the organization within 10 business days of the event closing date, the hands-on service you will provide).
- Ask if there is anything that is keeping them from using Tupperware for their next campaign. Talk to them about those concerns.
- Ask if you have their support.
- Discuss the time-line. We recommend a Fundraiser that is no more than 2–3 weeks in length, to keep salespeople motivated and excitement high. Try to kick off in midweek and end in midweek, so you have time to get in late orders.
- Tell them you will follow up with a letter detailing the Fundraiser information for their approval, and that you will be in touch regarding the Fundraiser kickoff.
- Close by asking if there are any other questions, and thank them for their time.
- After your meeting, send a Goal Letter to confirm all details.

# Fundraiser Training Guide

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## 3. Program Kick-Off: Putting the “fun” into your Fundraiser!

You'll want to schedule a program kickoff for all the team captains or participants of your event. When they have the information they need, they'll be more comfortable working the Fundraiser and will have more fun! At the kickoff, you'll...

- Demonstrate the products so participants will be enthusiastic about the product they're selling.
- Motivate the participants to reach their organization's goals. You may want to have members from the organization speak about the fundraiser and its goals (e.g. new sports equipment or a class trip).
- Discuss any incentives. Look on your web site under Selling Tupperware/Fundraiser Incentives. You can use Tupperware as a gift incentive or you may also solicit donations of coupons, prizes etc. from local businesses. Coupons for free french fries can be great motivators for the younger crowd! Here are just a few ways you can boost sales by offering incentives:
  - For reaching a minimum level of sales
  - For early turn-in of orders (specify an “early bird turn-in date”)
  - For all participants (enter them in a drawing)
  - For the highest seller
- You may also boost sales by entering all buyers in a prize drawing
- To reduce waste of valuable fundraiser packets when dealing with schools and other large groups, have a sign-up of all interested participants first. Ask the group to return any unused materials.
- Review materials with the participants. Walk through the brochure and the envelope.
- Remind everyone of important dates: Campaign start date, campaign end date, and product delivery date.
- For children's safety, door-to-door selling is discouraged by the National PTA. Children should be encouraged to see family and friends, and parents should be encouraged to take the order form to work and to neighbors. Be sure the Consultant's name and telephone number are on the form, so customer questions come to the Consultant, not to the child.

### **You'll also use this time to make everyone comfortable with how to...**

- Approach customers and take orders. Family, friends and parents' coworkers make the best customers.
- Make sure the participants know to refer any product questions to you.
- Fill out order forms (refer to the Order Taking Procedure instructions on your Web site).
- Collect payments... be sure they know who to make the checks payable to.
- Handle product delivery.
- Review all of this information quickly by asking participants the highlights of the program (don't forget important dates!) and asking them for the answers.
- Pass out an overview of important program details

**Tips:** Play upbeat music at the beginning of the kickoff. Decorate the room with balloons and streamers. Consider giving away some Tupperware™ Tiny Treasures to participants by doing a drawing or asking questions at the end as a review. Those who participate in the review receive a treasure.

## 4. Keep it Flowing—Stay in Touch!

This is key to a successful Fundraising event. Contact the sponsoring organization at least two days prior to the start of the event. This is the perfect time to showcase the service you offer... do they need more materials? Could they use some additional hands-on help? This is your time to shine!

Be sure to stay in touch with your contact throughout the event. If the event is two weeks in duration, you'll want to call him/her once each week. You'll get to know your contact and the amount of contact he/she would be comfortable with.

Make signage for your group's school or meeting room. Make sure it has important dates prominently displayed. Be diligent about keeping everyone on schedule!

## 5. Collect, Compile and Consolidate Orders

It is necessary for each participant to request payment with each order. Payments and orders should be placed in the large envelope and turned in by the end date of the Fundraiser.

Be sure your participants know to whom the checks should be made. You'll want to mark this clearly on the brochures, order forms and any other correspondence that talks about payments.

As you collect orders and payments, begin tallying each envelope to be sure the number of orders and payments inside matches the number recorded on the outside.

## 6. Delivery

You'll want to be sure your contact and your participants know that the expected delivery date will be within two to three weeks of when the order is placed. This is noted on the envelope as a reminder as well as on the goal sheet you'll provide your contact with prior to the start of the program. You may want to offer your services when it comes to packing out the order. Or, depending on the size of the Fundraiser, you may want to suggest that team captains and/or your contact be responsible along with you for packing out the order.

## 7. Closing & Follow-Up

### Closing

Now comes the fun part... presenting the organization with their check! Make the check presentation special—after all, they—and you—worked hard to earn it!

- Be sure to present the check in as timely a manner as possible to build goodwill.
- Thank all involved parties for their help and assistance.
- Don't forget to ask for testimonial letters and referrals to other organizations! Keep the testimonial letters in your "Brag Book". Go after the referrals for your next fundraiser!

# Fundraiser Training Guide

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## Follow-up

Send thank-you letters to all your salespeople participants (sample letters are available on your Web site). Be sure to include your business card. You may call them within the month to thank them again, make a recruiting/dating pitch or find out if they belong to any other nonprofit groups.

Follow-up on your new customers to build your customer database. Above all, be sure to call the most successful salesperson (obviously they already know how to sell Tupperware!) and the best customer.

Make your recruiting pitch **first**; then the dating pitch; and finally, if the response to both has been “no,” make your sales pitch. (You’ve started with the hardest question first, which makes the next question sound easy by comparison; also, after disappointing you with “no” once or twice, everyone wants to say “yes”!) Finally, invite them to be on your e-mail or mail update list so they’ll be the first to hear about new Tupperware products and special offers.

## Here are some ways to begin a phone conversation with the Fundraiser customers:

“Hello, is this Cheryl Miller? Hello, Cheryl. This is \_\_\_\_\_ the Tupperware Manager/Consultant from the recent \_\_\_\_\_ Fundraiser. I was calling to let you know that you were our number one supporter for the fundraiser -- yours was the largest order! You must really love Tupperware. How are you enjoying your new products?” (response) “I’m so glad to hear that. Cheryl, did you know Tupperware Consultants get a product discount in addition to making a great income? I’d love to tell you the full story of the Tupperware opportunity.”

“Hello, may I speak with Allison, please. Good evening, Allison, this is \_\_\_\_\_ the Tupperware Manager/Consultant in charge of the \_\_\_\_\_ Fundraiser. I’m simply calling to see how you liked your Chef Series™ Seasonings.” (response) “I’m so glad to hear that. I especially love making Southwestern Chicken with the Southwest Chipotle seasoning. Are you familiar with the other Chef Series™ seasonings?” (response) “Would you be interested in getting a taste of our latest seasonings and learning some quick and easy recipes to use with them? I could stop by and demonstrate the products to you and a few of your friends. How does next week work in your schedule?”

Don’t forget to add your leads to your customer database. Let them know the next time you do a Fundraiser, hold a Mystery Host party, or when the next catalog comes out.

## **Introduction Letter**

Send this to introduce yourself and the Tupperware fundraiser, along with a business card, Why Tupperware? flyer, Fundraiser brochure and copies of referral letters.

## **Goal Letter**

After you meet with the fundraising organization, use this letter as a confirmation of all information agreed to by you and your Fundraising contact.

## **Letter to Event Participants**

This letter gives each participant a quick overview of what they need to do prior to starting the Fundraising event.

## **Follow-up/Letter of Thanks**

A short letter to thank your contact/organization for their confidence and support.

## **Procedure for Taking Orders**

A brief overview of the order taking procedure for the fundraiser participants.

## **Fundraiser Worksheet**

A worksheet to calculate how much money the organization can make, based on the number of participants.

## **Why Tupperware?**

A one-page flyer for the fundraiser organization contact, outlining the benefits of a Tupperware fundraiser. Use this at your first meeting or enclose it with your introductory letter. Be sure to add any other pertinent information that may apply.

## **Fundraiser Program Overview**

A sample of the information that should be given to the fundraiser participants, including important dates. Be sure to add any other pertinent information that may apply to your fundraiser.

# Potential Profit From Your Tupperware Fundraiser



<b># Persons Selling</b>	<b>5 Orders Per Person @ \$40/order</b>	<b>40% Profit</b>
10	\$2000	\$800
15	3000	1200
20	4000	1600
25	5000	2000
30	6000	2400
35	7000	2800
40	8000	3200
45	9000	3600
50	10,000	4000
55	11,000	4400
60	12,000	4800
65	13,000	5200
70	14,000	5600
75	15,000	6000
80	16,000	6400
85	17,000	6800
90	18,000	7200
95	19,000	7600
100	20,000	8000



**[Letter to Event Participant]**



Welcome to Your Fundraising Event!

As a participant in a Tupperware Fundraising program for **[enter organization's name here]** you'll have the opportunity to see quality Tupperware brand products backed by a full lifetime warranty and help **[enter organization's name here]** achieve its Fundraising goals.

Attached is a product brochure and a collection/information envelope. Before you start asking your family, friends, neighbors and/or business associates, please take a moment to look over the instructions (printed on the envelope) as well as the brochure. We're confident you'll find the array of products will satisfy your customer's product needs.

Always make sure the order form is correctly completed and payment is received with each order taken. You should have your order forms and payments ready by **[enter day here]** to turn into your Fundraising Event Chairman, **[enter name here]**.

If I can provide you with any answers to your questions or offer additional assistance, please do not hesitate to call on me. You can reach me at **[enter your telephone number here]** or by email at **[enter email address here]**.

Thank you, good luck and have fun! Together, we **will** make a difference!

Your Tupperware **[Manager/Consultant]**,

**[Your Name Here]**

**[Your Address here – line 1]**

**[Your Address here – line 2]**

**[Your telephone number here]**

**[Your email address here]**

**[Fundraising Event Organization Name]**

**[Dates of Fundraising Event]**

**[Orders/money to be turned in by date here]**



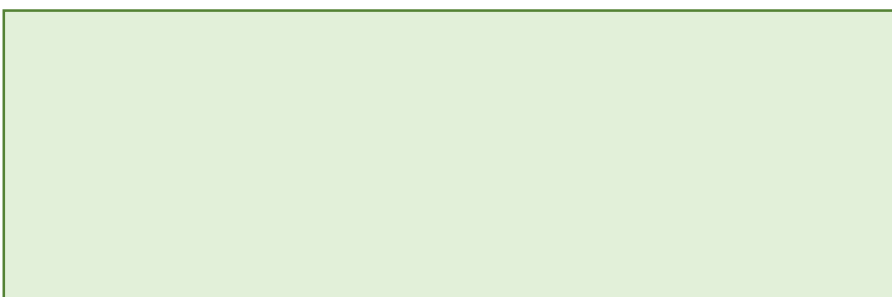
**Tupperware®**  
Preserving your future™

## **TOP 10 REASONS TO HAVE A TUPPERWARE FUNDRAISER**

- 1) OUR PRODUCTS ARE GUARANTEED FOR LIFE!
- 2) FREE SHIPPING & HANDLING.
- 3) YOUR GROUP WILL RECEIVE 40% PROFIT.
- 4) NO WET TOWELS TO PICK UP FROM A CAR WASH!
- 5) NO PERISHABLE PRODUCTS TO STORE OR WORRY ABOUT.
- 6) FORBES MAGAZINE RATED TOP 10 BEST AMERICAN-MADE PRODUCTS.
- 7) BENEFITS THE LOCAL ECONOMY!
- 8) STORE ON YOUR SHELF, NOT ON YOUR HIPS!
- 9) ENVIRONMENTALLY SAFE & FRIENDLY PRODUCT THAT YOU CAN REUSE.
- 10) THE OPPORTUNITY TO WORK WITH AN EXPERT IN THE INDUSTRY!

The Tupperware Fundraiser comes in one convenient catalog with the order form included so you don't have to worry about it getting lost! This fundraiser is perfect for any Organization not to mention the 40% they will earn. Contact me if you have any questions!

Contact me today to get yours started!





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## TupperConnect™ Fundraisers FAQ

### Getting Started

- Q.** When is the best time to set up a TupperConnect™ Fundraiser?
- A.** Enter the party in *My Sales* as soon as the fundraiser dates are determined. This will ensure your organizer and fundraiser participants can use the TupperConnect™ Fundraiser invitations and track RSVP sales.
- Q.** How does a TupperConnect™ Fundraiser support a traditional fundraiser?
- A.** A TupperConnect™ Fundraiser provides a solution for sellers who want to reach family and friends who they otherwise might not reach with a traditional fundraiser. Fundraiser buyers can view and purchase products to support the fundraiser, from the comfort of their home.
- Q.** Can a fundraiser in the U.S. sell to family and friends in Canada?
- A.** No. All captains, sellers and customers must reside within the country where the fundraiser originates.
- Q.** How do I create a TupperConnect™ Fundraiser?
- A.** Click on the *Start New Party* button on the *Party History* page in *My Sales*. Select “Fundraiser” for the party type. Enter basic party setup information as normal. Include fundraiser start and end dates, type of organization, name of organization (checks will be made payable to this name), address and organizer email. Check the *combine this fundraiser with an online* fundraiser box. Click "Next" and follow directions to send an email to the organizer. The organizer will be asked to create an account and enter team captain or seller names.
- Q.** What does the organizer need to do?
- A.** Once logged in, the organizer can send email invitations to captains or sellers and track fundraiser sales. Organizers who already have a registered account with Tupperware.com or Tupperware.ca can log in using their email address and password. Organizers who don't have an account can create one by clicking on the *Register Now* button and entering their name, email and a password.
- Q.** What do I tell the organizer about team captains and sellers?
- A.** One of the first things fundraiser organizers needs to do is decide if they wish to incorporate team captains or if they wish to work directly with the sellers. Organizers can utilize team captains to invite and manage groups of sellers within the organization; otherwise the organizer must invite and manage all sellers.

For example, in a scenario where the fundraiser is for a school, the PTO might be the organizer, the teachers acting as the team captains and the students are the sellers. If the organizer was the band teacher, the band teacher would probably work directly with the students who would be the sellers.

**Once the organizer has selected an option, it can't be changed**, so it's important to encourage organizers to thoroughly think through the process before making a decision.



- Q.** What else does the organization/organizer need to do to get started?
- A.** Encourage the organizer to collect email and street addresses from the captains or sellers, depending upon the structure selected. The organizer can reach the captains or sellers by mailing the fundraiser catalog and also by sending an email invitation.
  
- Q.** How far in advance of the fundraising dates can I set up a TupperConnect™ Fundraiser?
- A.** When dating future TupperConnect™ Fundraisers, remember you can only create fundraisers within 30 days of the current date.

## Managing the Fundraiser

- Q.** Where can I monitor the TupperConnect™ Fundraiser progress?
- A.** The party orders page provides an overview of all orders applied to this fundraiser, including party orders entered in My Sales and online orders.
  
- Q.** How do I handle payment to the fundraising organization?
- A.** Organizations who hold Tupperware fundraisers will receive 40% of suggested retail on all products sold. The Organization's Profit from orders submitted by customers in person is either retained by the organization or provided to the organization by you, the Consultant, depending on whether these orders were submitted to you or the organization. The Organization's Profit for online orders is provided by Tupperware. Profit checks are mailed within two weeks and sent directly to the Organization Name and Address provided on Party Setup page.
  
- Q.** How much time do I have to collect online sales for my fundraiser once it is set up in the system?
- A.** Online orders will be accepted for an open TupperConnect™ Fundraiser for up to 45 days after the fundraiser is set up in the system. The last day for online orders will be displayed on the fundraiser setup page in *My Sales*.

## TupperConnect™ Fundraisers and the Fundraising Organization

- Q.** How and when will the fundraiser organization receive payment?
- A.** Tupperware will issue one check for 40% of the online sales totals to the fundraising organization within two weeks after the fundraiser closes, depending upon the day the fundraiser closes. Checks are mailed on the Wednesday following the submission of the fundraiser in *My Sales*.
  
- Q.** Can the fundraiser organizer monitor sales?
- A.** Yes. The TupperConnect™ Fundraiser Summary page displays the total sales generated, including the total retail amount entered in *My Sales* PLUS the total retail amount of internet orders placed for the fundraiser that are entered by fundraiser customers on Tupperware.com or Tupperware.ca.
  
- Q.** Can the organization have more than one TupperConnect™ Fundraisers?
- A.** The organization can have only one TupperConnect™ Fundraiser open at a time.



## Customer Considerations

- Q.** Can fundraiser customers pay for fundraiser products with an e-gift certificate or using a promotional code?
- A.** No. E-gift certificates and promotional codes cannot be used toward online fundraiser products.
  
- Q.** How does shipping work for orders placed online?
- A.** Online orders will be shipped directly to the customer. Shipping fees are based on regular e-commerce shipping rates.



**What is a TupperConnect™ Fundraiser?**

A TupperConnect™ Fundraiser is a way for the fundraising organization, captains and sellers to reach out and collect sales from family and friends they may not be able to reach with a traditional fundraiser.

<b>Consultant</b>	<b>Organization</b>
<p><b>Are you looking for a way to:</b></p> <ol style="list-style-type: none"> <li>1. Increase your fundraiser sales?</li> <li>2. Send online invitations?</li> <li>3. Reach customers who are too busy to come to a fundraiser, or not able to purchase from the Fundraiser Catalog but would love to order Tupperware® products?</li> </ol>	<p><b>Are you looking for a way to:</b></p> <ol style="list-style-type: none"> <li>1. Reach friends and family who cannot participate in the fundraiser or purchase from the fundraiser catalog, but would love to order Tupperware® products?</li> <li>2. Send online invitations?</li> <li>3. Easily manage your captains/sellers list and enable your captains/sellers to manage their own RSVP responses?</li> </ol>
<p><b>What if you...</b></p> <ol style="list-style-type: none"> <li>1. Could easily obtain outside orders from fundraiser customers, with no need for order forms and fundraiser catalogs?</li> <li>2. Had an online ordering system for your fundraisers to help you and your organization manage customer lists?</li> </ol>	<p><b>What if you...</b></p> <ol style="list-style-type: none"> <li>1. Could enable your captains/sellers and their customers to easily send online invitations to their friends and family?</li> <li>2. Could add additional outside orders, with no need for order forms and catalogs?</li> </ol>

**Why is this tool important in my business?**

Fundraiser customers who are unable purchase from the fundraiser catalog can still order products online and having them shipped directly to their homes. With a paid My.Tupperware website in the U.S. or Canada, you can achieve increased sales by offering this tool to your fundraiser organizations.

**How does aTupperConnect™ Fundraiser support a traditional fundraiser?**

- Increase fundraiser sales by easily capturing orders from customers who live out of town or out of state and who ordinarily would not be able to purchase from the fundraiser catalog.
- Multiple ways to touch customers prior to the fundraiser by adding online invitations to the traditional catalog distribution process.
- Easy way to manage customer lists, responses and orders from those who cannot participate in the fundraiser or purchase directly from the catalog.
- Save on the expense of handing out order forms and catalogs.



**How is this different from what I did before?**

**BEFORE (FROM)**

**NOW (TO)**

No option for online ordering for fundraiser customers who are unable to participate or purchase directly from the catalog.



On the fundraiser setup screen, choice to offer an online ordering option for customers who cannot attend the fundraiser or directly purchase from the catalog.

Set up fundraiser in My Sales after the fundraiser is over.



Set up the fundraiser in My Sales as soon as it is scheduled, and choose the option to combine it with a TupperConnect™ Fundraiser.

The organization’s email information not a requirement for setting up a fundraiser.



Organization email required if the Organization wishes to use the online ordering feature. Organization name and mailing address accuracy is now crucial to ensure check is written and sent correctly.

No credit card payments accepted for any fundraiser orders.



Online fundraiser orders can be paid for with credit cards.

**How does a TupperConnect™ Fundraiser work?**

Set a date for the fundraiser and set up the fundraiser in My Sales. Select the option to “Combine this fundraiser with an online fundraiser.”

**Organization Coaching:**

Coach the fundraising organization to collect email and street addresses for the captains and sellers they are inviting to the fundraiser.

The organization can reach out to the captains or sellers in multiple ways, between the time the date has been set and the time the fundraiser ends, including by mailing the fundraiser catalog and sending email invitations.

Your organization should also coach its captains/sellers to collect street and email addresses from their customers.

- The captains or sellers can reach out to the customers in multiple ways, between the time the date has been set and the time the fundraiser ends, including by mailing the fundraiser catalog and sending email invitations.
- Customers who are unable to purchase from the fundraiser catalog can submit an online order for products that will count toward the organization’s fundraiser.

**Please note:** all captains, sellers and customers must reside within the country where the fundraiser originates. For example, you cannot sell U.S. fundraiser products to customers in Canada.



**Words to use when coaching your Organizations:**

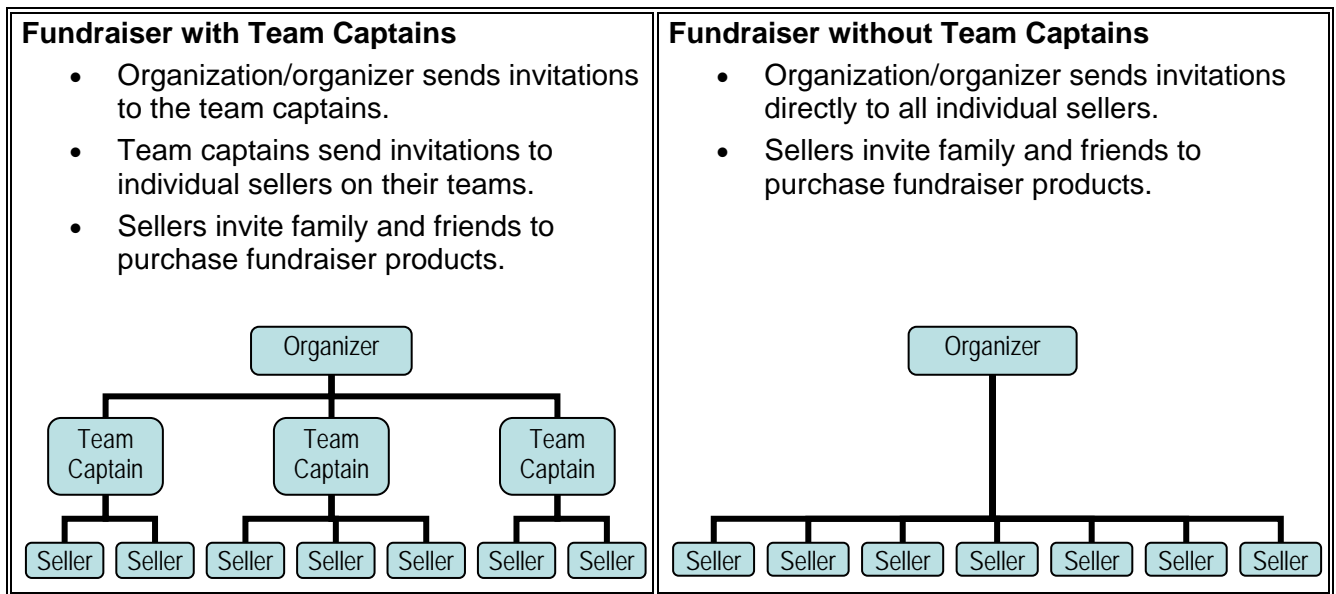
“As soon as I (Consultant) get home, I will set up your fundraiser date. When I do this, you will automatically receive an email invitation.”

“When you receive the online invitation, you’ll be given directions to set up your account at Tupperware.com if you are in the U.S. or Tupperware.ca if you are in Canada.

“To set your fundraiser up, you’ll need to determine whether you would like to work with a team of captains or sellers. Once you have made your choice, you will not be able to change it.”

Describe the two options for fundraiser structures.

**IMPORTANT! Once the organizer makes a selection it cannot be changed.**



Once the organizers select an option, they will be prompted to send an email to the captains or sellers inviting them to create an account through Tupperware.com in the U.S. or Tupperware.ca in Canada.

The captain or seller will be prompted to enter names, addresses and email addresses for their sellers or customers. They will have the option to select an online invitation to send to the fundraiser customers.

When customers click through the email invitation, they will be able to view the fundraiser products and place an online order. These orders will be added to the total fundraiser sales and shipped directly to the customer who purchased online.



## TupperConnect™ Fundraisers and My Sales

As soon as the date of the fundraiser is determined, set up the fundraiser in My Sales using the following directions.

- a. Click on the **Start New Party** button on the Party History page in My Sales.
- b. Select **Fundraiser** from the Party Type.
- c. On the Party Setup page, enter basic party information as usual...
  - o Description
  - o Date ..... *fundraiser start date*
  - o Group ..... *type of organization*
  - o Organization..... *fundraiser profit checks will be made out to this name*
  - o Address ..... *fundraiser profit checks will be sent here*
  - o Email ..... *email invitation to the fundraiser's organizer sent here.*
  - o Ship To Destination

## Creating a TupperConnect™ Fundraiser

- d. Checkmark the **Combine this fundraiser with an online fundraiser** box, located at the bottom of the screen.
- e. Click **Next**.

**Fundraiser Party Setup**
Michelle Davis

Party #	21268399	Description	Lil Monsters Daycare	Party Date	10/19/2009
# Orders	0				

Charge the Phone Fee? Yes  No  Reason:

This party will be shipped to  Fundraiser  Consultant

Select the Organization Group

**Home Address**  Add to Email Addresses

Organization

Address

Apt/Suite

City  State

Zip+4  -

E-mail

Phone

Fax

PO Box  Military  Outside City

**Ship Address**  Same as Home Address

Organization

Address

Apt/Suite

City  State

Zip+4  -

Phone  Extn.

Ship Instruction

PO Box  Military  Outside City

**The Fundraiser Profit Amount is \$0.00**

TupperConnect™ Fundraiser Setup ([What's This?](#))

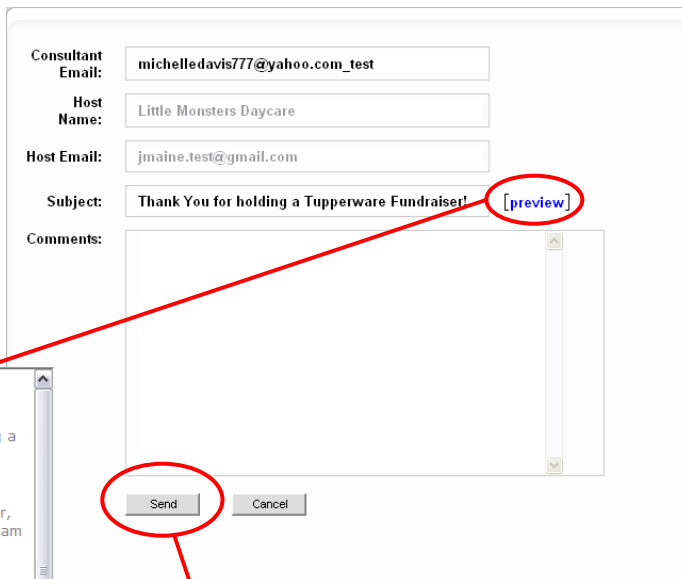
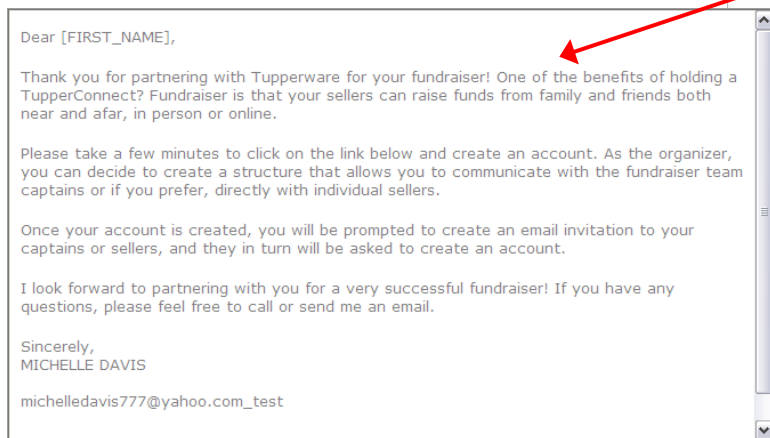
Combine this fundraiser with an online fundraiser?

Previous
Party Summary
Party Orders
Delete Party
Next

### Now Send a Fundraiser Setup Email to the Organizer

Once you click on the Next button a popup window will appear. Here you can select an email invitation to send to the fundraiser organizer, prompting the organizer to set up an account and send emails to the captains or sellers.

- f. Click **preview** to view a sample email invitation.
- g. Add a personal message to the organizer in the **Comments** field.
- h. Click **Send** to send the email.
- i. When the confirmation appears, click **Party History** to return to the Party History page, or click **Enter Orders** if you are ready to begin entering orders.


### Team Captains or Sellers?

As mentioned previously, the fundraiser organizer will need to choose whether to set up the fundraiser with or without team captains. Organizers can utilize team captains to invite and manage groups of sellers within the organization; otherwise organizers must invite and manage all sellers. Generally, team captains are not necessary for fundraisers with few sellers, but are helpful for fundraisers that will involve many sellers. See the chart above for a description of the two options.

### Managing an open TupperConnect™ Fundraiser

Once the sellers in the organization have sent invitations to customers, you can monitor and manage the progress of the open TupperConnect™ Fundraiser in My Sales.

### Party Setup

From the Party Setup page you can manage basic information.



## Modify Basic Fundraiser Information

The organization's name or address can be modified if necessary. Make your adjustments as needed then click **Next** to save your changes.

**Fundraiser Party Setup** Michelle Davis

Party #	21223522	Description	Jermaine Test Fundraiser 2	Party Date	10/25/2009
# Orders	2				

Charge the Phone Fee? Yes  No  Reason:

This party will be shipped to  Fundraiser  Consultant

Select the Organization Group

**Home Address**  Add to Email Addresses **Ship Address**  Primary  Alternate

Organization	Save The Lovebugs	First Name	Michelle
Address	14901 S Orange Blossom Trl	Last Name	Davis
Apt/Suite		Address	5105 Swedish Ivy Ln
City	Orlando State FL	Apt/Suite	
Zip+4	32837 - 6600	City	Monroe State NC
E-mail	tuptest8@gmail.com	Zip+4	28110 - 7375
Phone		Phone	(888)123-4567 Extn.
Fax		Ship Instruction	

PO Box  Military  Outside City  PO Box  Military  Outside City

**The Fundraiser Profit Amount Is \$1,754.20** [\[ detail \]](#)

TupperConnect™ Fundraiser Setup [\(What's This?\)](#)

Combine this party with an online party? [\[ Send Reminder \]](#)

**Fundraiser Detail Report**

Order Type	Amount
Party Sales:	\$ 899.50
eOrder Sales:	\$ <u>3,486.00</u>
<b>Total:</b>	<b>\$ 4,385.50</b>
Fundraiser Profit	Amount
Organization Profit Kept:	\$ 359.80
eOrder Check:	\$ <u>1,394.40</u>
<b>Total:</b>	<b>\$ 1,754.20</b>

## Resend Fundraiser Setup Email to Organizer

If necessary, you can resend your fundraiser Setup email to the organization/organizer. Click on the **Send Reminder** link.

## View Fundraiser Profit Amount & Detail breakdown

For your convenience, the current fundraiser profit amount is displayed. Click on the **Detail** link next to the fundraiser profit amount for a view of the breakdown.

## Party Orders

The Party Orders page provides an overview of all orders applied to this fundraiser, including orders entered in My Sales and online orders.



## Enter Orders

From the Party Orders page you may click on the **New Order** button to enter any orders submitted by customers in person.

## View Online Orders

To view any of the online orders applied to this party, click on the order's Order #.

Party Orders				Michelle Davis		
Party Ref#	21223522	Description	Jermaine Test Fundraiser 2	Party Date	10/25/2009	
Order #	Shipping #	Customer	Customer Type	Order Date	Order Total	Status
<a href="#">134315529</a>		A B	Fundraiser Customer	09/25	\$399.38	Pending
<a href="#">134315530</a>		C D	Fundraiser Customer	09/25	\$558.59	Pending
TupperConnect™ Orders						
<a href="#">21582516</a>	21582516	Wayne Setliff	eParty Retail	09/25	\$46.50	In Shipping
<a href="#">21582508</a>	21582508	Girl Friday	eParty Retail	09/25	\$825.19	In Shipping
<a href="#">21582595</a>	21582595	Connie Wilcox	eParty Retail	10/05	\$120.00	In Shipping
<a href="#">21582510</a>	21582510	Aida Nova	eParty Retail	09/25	\$600.00	In Shipping
<a href="#">21582512</a>	21582512	Rebecca Fruit	eParty Retail	09/25	\$1,308.00	In Shipping
<a href="#">21582513</a>	21582513	Rachel Orange	eParty Retail	09/25	\$192.00	In Shipping
<a href="#">21582517</a>	21582517	Miss Thang	eParty Retail	09/25	\$394.56	In Shipping

Previous      New Order      Party Summary

<b>Ref Party #</b>	922	<b>Order #</b>	21582513
<b>Reason</b>	n/a	<b>Type</b>	eParty Retail

<b>Sold To</b>	<b>Ship To</b>
<b>Rachel Orange</b> 14901 S Orange Blossom Trl Orlando, FL 32837-6600 tuptest3+orange@gmail.com (407)826-8231	<b>Rachel Orange</b> 14901 S Orange Blossom Trl Orlando, FL 32837-6600 tuptest3+orange@gmail.com (407)826-8231

Item #	Description	Qty
06-5506	Heat'N Serve 3cup Round Cont	1
24-5524	Thatsa(R)Bowl Jr.	1
45-5745	Football Thristquake Tumbler	10

## Closing the TupperConnect™ Fundraiser

Once all orders have been collected or entered via the online option, you may proceed to close the fundraiser by submitting the fundraiser in My Sales.



## **Fundraiser Organization's Profit and Payment**

Organizations who hold Tupperware fundraisers will receive 40% of suggested retail on all products sold. The Organization's profit from orders submitted by customers in person is either retained by the organization or provided to the organization by you, the Consultant, depending upon whether these orders were submitted to you or the organization.

The Organization's profit for online orders is provided by Tupperware. Tupperware will issue one check for 40% of the online sales totals to the fundraising organization within two weeks after the fundraiser closes, depending upon the day the fundraiser closes.

Checks are mailed on the Wednesday following the submission of the fundraiser in *My Sales*. Profit checks are mailed within two weeks and sent directly to the Organization Name and Address provided on Party Setup page.

## **Important Things to Remember**

### **Date within 30 days**

When dating future TupperConnect™ Fundraisers, remember you can only create fundraisers within **30 days** of the current date.

## **How does the Organization Register?**

Fundraiser organizers receive an email from their Consultant inviting them to set up their TupperConnect™ Fundraiser online. The organizer should select **Register My Fundraiser Now** to proceed to the setup screens for their fundraisers, and to invite team captains or sellers.

## **Organizer Logs Into Tupperware.com in the U.S. or Tupperware.ca in Canada**

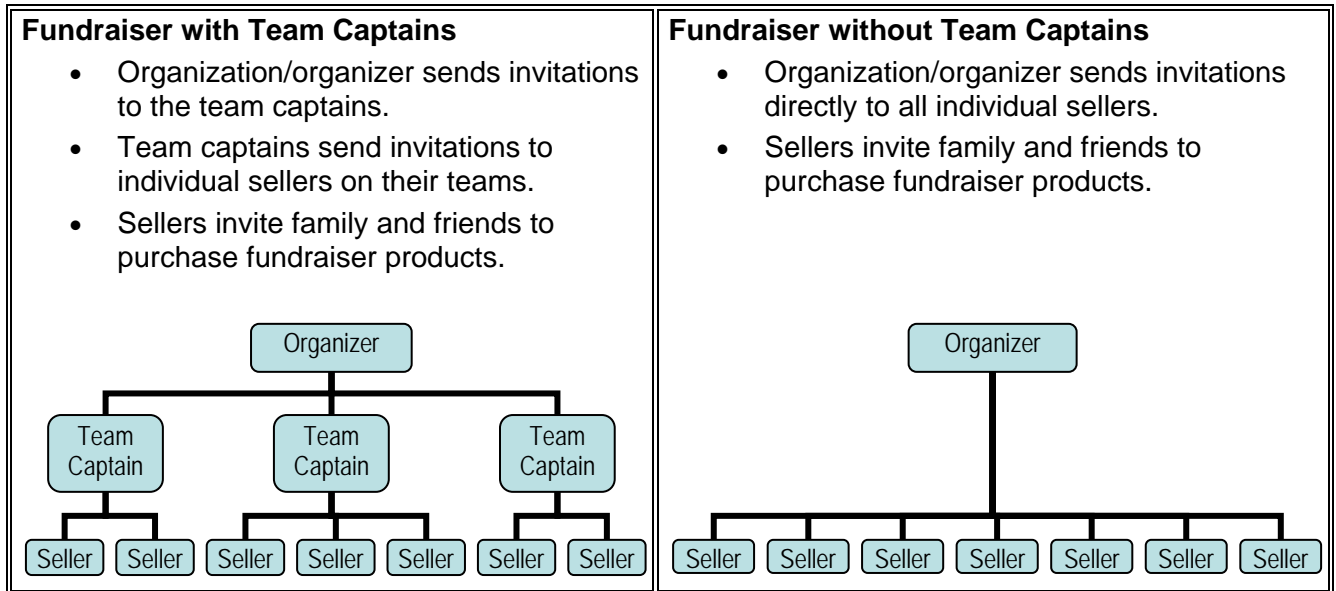
Fundraiser organizers must have an account on Tupperware.com or Tupperware.ca in order to manage their fundraiser information. Organizers that already have an account can simply log in using their **Email Address & Password**. Those that don't can create one by clicking on the **Register Now** button.



## Team Captains or Sellers

Once the organization/organizer has created an account, they will be prompted to select captains or sellers by clicking on the **Set up my fundraiser with Captains** or **Set up my fundraiser with Sellers** button.

**IMPORTANT! Once a selection is made it can not be changed.**



[Home](#) > [My Account](#) > [My Fundraiser](#) > Summary

## MY ACCOUNT

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### TupperConnect™ Fundraiser

Congratulations on your decision to have a Tupperware Fundraiser. Including online orders, or TupperConnect™ orders, to your Fundraiser is easy. Before we get started we need to know how you would like to organize your Fundraiser.

There are two options to choose from. You can choose to include Captains to lead teams within your organization, or you can invite all of the individual sellers yourself. **It is important to note that once you make this decision, you cannot go back.**

<p>If you decide to choose Captains:</p> <ul style="list-style-type: none"> <li>• You will send out invitations just to the captains.</li> <li>• Captains will follow the link in their invitation to create an account.</li> <li>• Captains will invite the individual sellers on their respective teams.</li> <li>• Sellers will follow the link in their invitation to create an account.</li> <li>• Sellers will invite those they wish to have an opportunity to shop the fundraiser.</li> </ul> <p><a href="#">Set up my fundraiser with Captains</a></p>	<p>If you decide to choose Sellers:</p> <ul style="list-style-type: none"> <li>• You will send out invitations just to the individual sellers in your organization.</li> <li>• Sellers will follow the link in their invitation to create an account.</li> <li>• Sellers will invite those they wish to have an opportunity to shop the fundraiser.</li> </ul> <p><a href="#">Set up my fundraiser with Sellers</a></p>
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## Managing a TupperConnect™ Fundraiser

### TupperConnect Fundraiser Summary

The TupperConnect Fundraiser Summary page provides an overview of the fundraiser.

### Fundraiser Details & Address

The fundraiser's name and address, the organization's name and the Consultant's name, email address and phone number are displayed.

**Note** – End dates & fundraiser address can only be modified by the Consultant.

### Fundraiser Summary

Here you can track the number of orders, retail sales, and profit for the fundraiser so far.

### TupperConnect Fundraiser Summary

Having a TupperConnect Fundraiser is easy. Welcome to your summary page. You can come back anytime to check the status of your TupperConnect Fundraiser.

<h4 style="margin-top: 0;">Fundraiser Details</h4> <p><b>Organization</b> LIL' MONSTERS DAYCARE  <b>End Date</b> Oct. 21, 2009  <b>Fundraiser Name</b> LIL MONSTERS FUNDRAISING (<a href="#">Edit</a>)  <b>Consultant:</b> <a href="#">Michelle Davis</a>  <a href="mailto:MICHELLEDAVIS@usa1mytest.tupperware.com">MICHELLEDAVIS@usa1mytest.tupperware.com</a>            (888)123-4567  <b>Party Number:</b> 21278403</p> <p style="text-align: center; background-color: #e91e63; color: white; padding: 5px; display: inline-block;"><a href="#">Add Team Captains&gt;&gt;</a></p>	<h4 style="margin-top: 0;">Fundraiser Address</h4> <p><b>Street</b> 248 Tupperware Rd  <b>Apt./Suite</b>  <b>City</b> Hemingway  <b>State, Zip</b> SC, 29554- 5594</p>
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#### Fundraiser Summary

<b>Fundraiser Status</b>	Open
<b>Fundraiser Profit</b>	
<b>Profit Kept:</b>	\$0.00
<b>TupperConnect™ Orders:</b>	\$0.00
<b>Total:</b>	\$0.00
<b>Orders</b>	
<b>Fundraiser:</b>	0
<b>eFundraiser:</b>	0
<b>Total:</b>	0
<b>Retail Sales</b>	
<b>Fundraiser:</b>	\$0.00
<b>eFundraiser:</b>	\$0.00
<b>Total:</b>	\$0.00



## Organizer Adds Team Captain or Sellers and Sends Email Invitations

### Invite your Team Captains or Sellers

Click on the **Add Captains** or **Add Sellers** button found on the Summary page or use the **Captains/Sellers** link on the account menu to visit the **Guests** page.

- Select one of the available **Themes** for the email invitation.
- Modify the **Subject** or the email invitation, if desired.
- Enter a personal message in the **Message to Guests** field.
- Enter the **Names & Email Addresses** of your guests in the available fields.
- Click **Send**.

Come back any time to add or remove guests from your guest list or resend email invitations.

### GUESTS

#### Email Guests

Theme: Save Time, Save This Date [view]

Subject: LINDA's Party

Message to Guests:

**B** *I* U ABC [icons]

Hey gang! I'm having a Tupperware party and i would love to see you there! ~Linda

#### Guests

* First Name	Last Name	* Email	RSVP?
<input style="width: 80%;" type="text" value="Lisa"/>	<input style="width: 80%;" type="text" value="Venzen"/>	<input style="width: 80%;" type="text" value="lisaisqueen@test.com"/>	-
<input style="width: 80%;" type="text" value="Laura"/>	<input style="width: 80%;" type="text" value="Venzen"/>	<input style="width: 80%;" type="text" value="l_aura@yahoo.com"/>	-
<input style="width: 80%;" type="text" value="Yvonne"/>	<input style="width: 80%;" type="text" value="Todman"/>	<input style="width: 80%;" type="text" value="ytodman@aol.com"/>	-
<input style="width: 80%;" type="text" value="Crystal"/>	<input style="width: 80%;" type="text" value="Elliott"/>	<input style="width: 80%;" type="text" value="crystalball43@comcast.com"/>	-
<input style="width: 80%;" type="text" value="Joanne"/>	<input style="width: 80%;" type="text" value="Rogers"/>	<input style="width: 80%;" type="text" value="jrogers@netone.net"/>	-
<input style="width: 80%;" type="text" value="Sara"/>	<input style="width: 80%;" type="text" value="Carbone"/>	<input style="width: 80%;" type="text" value="carbonee@aol.net"/>	-
<input style="width: 80%;" type="text" value="Lorina"/>	<input style="width: 80%;" type="text" value="Rodriguez"/>	<input style="width: 80%;" type="text" value="lorinaaaa@fakemail.com"/>	-
<input style="width: 80%;" type="text" value="Ryan"/>	<input style="width: 80%;" type="text" value="Hadley"/>	<input style="width: 80%;" type="text" value="mrhadley@bellsouth.net"/>	-
<input style="width: 80%;" type="text" value="Joe"/>	<input style="width: 80%;" type="text" value="Cambridge"/>	<input style="width: 80%;" type="text" value="joebridge@gmail1.com"/>	-
<input style="width: 80%;" type="text" value="Amanda"/>	<input style="width: 80%;" type="text" value="Merser"/>	<input style="width: 80%;" type="text" value="lordhavemerser@yahoo.com"/>	- +

Save & Send



## View Orders

The **Orders** page lists all orders that have been received for the fundraiser so far.

MY ACCOUNT			
Party Orders			
#	Order Date	Customer Name	Retail Total
1	Oct. 13, 2009	KELLY SHORES	\$340.00
2	Oct. 13, 2009	LINDA VENZEN	
<b>Total</b>			
TupperConnect Party Orders			
#	Order Date	Customer Name	Retail Total
1	Oct. 13, 2009	LINDA VENZEN	
<b>Total</b>			

## View your Fundraiser History

The **Party History** page lists ALL of your previous and current TupperConnect™ Fundraisers. Click on the **Details** link next to each fundraiser to see an overview of the fundraiser details.

MY ACCOUNT					
Party History					
#	Party Date	Consultant	Status	Party Total	
1	Sep. 18, 2009 - Sep. 21, 0009	<a href="#">Michelle Davis</a>	Open	\$0.00	<a href="#">Details</a>
2	Sep. 16, 2009 - Sep. 23, 0009	<a href="#">Michelle Davis</a>	Closed	\$0.00	<a href="#">Details</a>
3	Sep. 15, 2009 - Sep. 28, 0009	<a href="#">Michelle Davis</a>	Closed	\$0.00	<a href="#">Details</a>

**Note:** Organizations can only have ONE active TupperConnect™ Fundraiser at any given time.

## Fundraiser Customers

Customers who receive the email invitation are invited to click on a link to view and order from the available fundraiser items online. If they place an order over the internet, the retail total on their order will count toward the organization's total fundraiser sales.

### Please also note:

- Once you close and submit the Organization's fundraiser, customers can no longer place online orders to be counted toward the fundraiser.
- TupperConnect™ Fundraiser online orders are shipped direct to the customer. Shipping fees are based on e-commerce shipping rates.

# Tupperware Fundraiser for Kellsie's Hope Foundation

**40% of sales go to the Foundation!**



1. Go to [www.Tupperware.com](http://www.Tupperware.com)
2. Click on "Find a Fundraiser"
3. Click on IL for the State
4. Find Kellsie's Hope Foundation
5. SHOP, SHOP, SHOP!

**Thank you for your support!**



<http://www.kellsieshopefoundation.com>